

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
Notes
March 19, 2015

SUBJECT: Proposal to remove existing front addition and replace with a replica of the original turret, and expand rear NE corner of the home to allow enclosure of the basement stairwell and the addition of an upstairs bathroom in the Willamette Historic District

FILE: PA-15-01

ATTENDEES: Applicants: Peter and Kimberly Graves
Staff: Sara Javoronok, Associate Planner; Peter Spir, Associate Planner
Other: Bill Hill, Planning Commission

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 1724 4th Avenue
Area: 7,500 sq. ft.
Comprehensive Plan Designation: Medium Density Residential
Zoning Classification: R-5
Overlays: Willamette Historic District

Project Details

The applicant is proposing to remove the existing front addition and replace it with a replica of the original turret, and expand the rear NE corner of the home to allow for the enclosure of the basement stairwell and the addition of an upstairs bathroom. The submittal also shows replacement of the existing carport with a garage. Design review is required for alterations and additions and the construction of new accessory structures on properties in the historic district.

Site Analysis

The property is currently occupied by a 1 1/2 story single family home. The contributing residence was constructed c. 1905 and is Queen Anne in style. There is also a c. 1960 non-contributing garage/carport. The residence has a cross gable roof with decorative shingles in the gable ends. The original structure has wood shiplap siding. There are additions to the rear, one a single story that is likely an original rear extension and a larger two story addition that likely dates from the 1950s or 1960s.

The site gently slopes to the southeast. The house is located on the southwestern part of the site and the carport is located to the northeast and towards the back of the lot.

Historic design review is required. Prepare an application form and narrative that respond to the applicable criteria of the Community Development Code (CDC) Chapter 25. The CDC is online at <http://westlinnoregon.gov/cdc>. Ensure that any construction meets the required setbacks. The application form must be signed by the property owner.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A fee of \$100 is required for historic design review at the time of application. Other fees, including building, engineering, and SDCs may be required.

Once the application and deposit are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, a hearing will be scheduled. The request for a historic design review requires a hearing and decision from the Historic Review Board.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***